

Class Concept

This is consultative and administrative work in providing technical assistance or planning and development activities for educational programs at the state and local levels or to institutions in the community college system in the development, implementation, and evaluation of education programs. Employees providing consultation to local education agencies/entities are assigned curriculum subject matter areas such as English/language arts, mathematics, science, or career technical; or to education support programs which cross curriculum lines and impact on the instructional process in all areas such as compensatory education, migrant education, exceptional children, and charter school administration; or provide education program development, training, and implementation. Employees providing consultation to institutions in the community college system may be assigned to an academic program, adult basic education, education technology, student services, or workforce continuing education program area. Work may involve guiding the development and/or revision of curriculum, consulting on current instructional methodologies, and evaluating and advising on the use of instructional material; or having responsibility for developing comprehensive planning programs, projects, and training for state-wide and agency-wide implementation; assisting local education agencies in the researching, planning and development of innovative projects to improve curriculum and instruction; and researching and evaluating data for use in program planning and development. Work also involves responding to requests for assistance from local education agencies/entities, institutions in the community college system, or from other educational programs in the development and/or revision of administrative practices and policies, the evaluation and revision of program components, and identifying service delivery requirements and funding sources based on changes in the education field generally and the assigned area specifically. Positions serve as consultants in programs areas with limited scope, complexity, and responsibility and report to a higher level consultant or Education Program Director.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of instructional methods and techniques, current educational trends and developments, educational research, and basic principles and theories of education.
- Specific knowledge of program or subject matter assignment within the position's area of concentration.
- Ability to establish and maintain effective working relationships with school administrators, educators, educational organizations, curriculum and/or program specialists at local, state, or federal level, and the general public.
- Ability to analyze classroom, curriculum, program, or administrative problems and to recommend possible solutions; formulate and to express ideas on educational issues.
- Ability to prepare thorough program evaluations and recommendations; to interpret rules, public school law, educational policies and to effectively communicate philosophies of education.
- Ability to provide training to various levels of professionals in the field of education to which the position is assigned.

Minimum Education and Experience

Master's degree in the education field to which assigned from an appropriately accredited institution and three years of specifically related experience in public education; or an equivalent combination of education and experience.